

# King County Prosecuting Attorney's Office

## Application for Employment

Dear Applicant,

Our commitment to seeking justice and dedication to providing the best legal services to the citizens of King County has helped make our office one of the finest prosecutor's offices in the country.

Please fill out the entire application. Providing complete and accurate information on your education, work experience, and skills will help identify whether you are a qualified candidate for the position.

The King County Prosecuting Attorney's Office is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity), or any other basis prohibited by federal, state, and local laws.

If you need an accommodation in the application or testing process, please indicate this on the Applicant Data Sheet page. The King County Prosecuting Attorney's Office fully supports the Americans With Disabilities Act and will provide reasonable accommodation.

### Instructions

1. Submit a separate application for *each* job opening. Applications are accepted only for open positions.
2. Type or print legibly in ink.
3. Include the job title on the application. If you are applying for more than one position, please note the correct job title on *each* application.
4. Answer all questions. If a question is not applicable, enter "N/A." An incomplete application may delay action or disqualify you. All information you provide is subject to verification.
5. Return all required materials indicated on the job announcement.
6. Date and sign the application. If not signed, the application will not be complete. (Note: If submitting the application electronically, an electronic signature or typed name will substitute for a written signature.)
7. An incomplete application may disqualify you from being considered for the position.
8. Send your completed application packet to the address or email address listed on the job announcement. Applications sent to the wrong address may not be processed.
9. Your application must be received by the date and time indicated on the job announcement.
10. Applications and supporting material will not be returned.
11. Allow a minimum of six weeks after the announced closing date for a reply to your application.

Human Resources Department  
King County Prosecuting Attorney's Office  
516 3rd Avenue, Room W400, Seattle, WA 98104-2388  
Email: Prosecuting, Attorney-HR@kingcounty.gov  
**Alternative formats: 206-296-9008**



**King County**  
**Prosecuting Attorney's Office**

516 Third Avenue, Room W400  
Seattle, WA 98104-2388  
(206) 296-9065

**Email:**

Prosecuting, Attorney-HR@kingcounty.gov

## APPLICATION FOR EMPLOYMENT

(Please type or print with black ink)

Complete all sections. Failure to do so may result in the rejection of your application. Statements such as "see résumé" do not substitute for completing any portion of the application.

<b>Date Received</b>	POSITION APPLIED FOR		DATE OF APPLICATION
	TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		DATE AVAILABLE FOR WORK
HOW DID YOU LEARN OF THIS POSITION (i.e., Relative, friend, radio station, newspaper, etc.)? Be specific:			

LAST NAME	FIRST NAME	MIDDLE NAME	HOME TELEPHONE (   )
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL	ARE YOU 18 YEARS OR OLDER?		<input type="checkbox"/> Yes <input type="checkbox"/> No
MAY WE CONTACT YOU AT WORK?			<input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE YOU EVER BEEN EMPLOYED BY THE KING COUNTY PROSECUTING ATTORNEY'S OFFICE?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DO YOU HAVE ANY RELATIVES EMPLOYED BY THE KING COUNTY PROSECUTING ATTORNEY'S OFFICE?			<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, NAME AND RELATIONSHIP:			

### DEPUTY PROSECUTING ATTORNEY APPLICANTS ONLY

ARE YOU A UNITED STATES CITIZEN? RCW 36.27.010, RCW 36.27.040, and RCW 29	<input type="checkbox"/> Yes <input type="checkbox"/> No
WASHINGTON STATE BAR NUMBER:	

### ALL APPLICANTS

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES, either because you are a U.S. citizen or because your visa or immigration status authorizes legal employment in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### EDUCATION

<u>High School</u>	<u>Location (City/State)</u>		<u>Graduate/GED</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College, University or Law School	Location (City/State)	Degree Conferred	Major	Credit Hours
List (below) any vocational or on-the-job training you have completed which is relevant to the position you are applying for, also include dates.				
			From	To
			From	To
			From	To
List other valid professional licenses and certifications you hold.	Type of License	Issuing State	Registration Number	Expiration Date

Failure to provide complete information on this application and subsequent materials could delay processing of your application and/or disqualify you from consideration. This application will be used for this job announcement only. A separate application is needed for each job posting.

## EXPERIENCE

**This section must be completed in detail.** A résumé will not substitute for a completed application form. List all work experience for at least the last 10 years, starting with your most recent job. In addition, list any earlier work experience you believe relates to the position for which you are applying. If more than one position has been held with the same employer, list each separately. Include any relevant military experience that relates to the position for which you are applying. Under "Primary Duties" describe your job tasks in sufficient detail so that not only your tasks, but your level of responsibility can be determined. If you require additional space, attach a separate sheet using the same format.

## EMPLOYMENT HISTORY

From (Month & Year)	Present Position Title	Employer's Name		Telephone Number (    )	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone (    )
Hours Worked Each Week	Starting Salary \$	Present or Last Day Salary \$	Reason For Leaving or Considering Change		
Number of Employees Supervised by You:		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Duties:					

  

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name		Telephone Number (    )	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone (    )
Hours Worked Each Week	Last Salary \$	Reason For Leaving or Considering Change			
Number of Employees Supervised by You:					
Primary Duties:					

  

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name		Telephone Number (    )	
To (Month & Year)	Employer's Street Address	City		State	Zip
Total Months Worked		Supervisor's Name			Supervisor's Telephone (    )
Hours Worked Each Week	Last Salary \$	Reason For Leaving or Considering Change			
Number of Employees Supervised by You:					
Primary Duties:					

From (Month & Year)	Title of Position You Held Before The Above	Employer's Name	Telephone Number (     )	
To (Month & Year)	Employer's Street Address	City	State	Zip
Total Months Worked	Supervisor's Name		Supervisor's Telephone (     )	
Hours Worked Each Week	Last Salary \$	Reason For Leaving or Considering Change		
Number of Employees Supervised by You:				
Primary Duties:				

**Reference Authorization:** I authorize the King County Prosecuting Attorney's Office to contact the following three professional references.

NAME	TITLE	ORGANIZATION	TELEPHONE
			(     )
			(     )
			(     )

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and / or separation from the employer's service if I have been employed. I give the King County Prosecuting Attorney's Office the right to investigate all references, and to secure additional information about me, including a criminal record check. I hereby release from liability the King County Prosecuting Attorney's Office and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

SIGNATURE OF APPLICANT	DATE
<b>X</b>	

# APPLICATION FOR EMPLOYMENT

## APPLICANT DATA SHEET

(Please type or print with black ink)

### King County Prosecuting Attorney's Office

516 Third Avenue, Room W400

Seattle, WA 98104-2388

(206) 296-9065

POSITION APPLIED FOR		DATE OF APPLICATION
LAST NAME	FIRST NAME	MIDDLE NAME
MAILING ADDRESS		

### Voluntary Affirmative Action Questionnaire

The King County Prosecuting Attorney's Office is an equal opportunity employer and shall carry out federal, state, and local laws and regulations prohibiting discrimination in employment on the basis of age, race, color, creed, religion, national origin, sex, sexual orientation, marital status, or the presence of a sensory, mental, or physical handicap or disability.

For the purposes of effectively implementing the King County Prosecuting Attorney's Office Affirmative Action Plan, we would appreciate your providing the information below. This is entirely voluntary and will remain confidential.

#### PLEASE CHECK THE SEX AND RACIAL/ETHNIC GROUP WITH WHICH YOU IDENTIFY:

☐ MALE

☐ FEMALE

☐ I CHOOSE NOT TO IDENTIFY

☐ CAUCASIAN

☐ ASIAN / PACIFIC ISLANDER

☐ AFRICAN AMERICAN

☐ HISPANIC

☐ AMERICAN INDIAN / ALASKAN NATIVE

☐ OTHER

☐ TWO OR MORE RACES. Indicate a primary race. \_\_\_\_\_

WILL YOU NEED SPECIAL EQUIPMENT OR HELP IN THE TESTING PROCESS?

☐ YES

☐ NO

IF YES, PLEASE EXPLAIN:

SIGNATURE OF APPLICANT

DATE

X

**KING COUNTY PROSECUTING ATTORNEY'S OFFICE  
CRIMINAL HISTORY CHECK**

The King County Prosecuting Attorney's Office is entrusted and charged with the statutory responsibility for, among other things, prosecuting criminal violations. Employees of the office engage in highly sensitive work, the nature of which requires that they work closely with a variety of law enforcement agencies. Therefore, the interest of the employer is particularly great in employing law-abiding personnel whose conduct, both on and off duty, reflects favorably on the office.

It is the policy of the King County Prosecuting Attorney's Office not to hire employees who have been convicted of a felony or a misdemeanor involving moral turpitude unless, in the discretion of the Prosecuting Attorney, there are circumstances that mitigate against disqualification. We also take into consideration charges that have been filed even if there is no conviction. Some of the factors that we consider when reviewing charges or misdemeanor convictions are the date of occurrence (i.e., how long ago), crimes involving dishonesty, drug use or violence. The following information is needed to conduct a criminal history check.

**Have you ever been convicted OR charged with a felony or a misdemeanor other than minor traffic offenses?**

☐ Yes

☐ No

Please note that all arrests, jail bookings, deferred prosecutions and stipulated orders will show on your record. Please use the back of this form or a separate sheet of paper to explain anything you would like us to consider.

**NAME:**

\_\_\_\_\_  
(Last, First, Middle)

**DATE OF BIRTH:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month / Day / Year

**ANY OTHER NAMES USED:**

\_\_\_\_\_  
\_\_\_\_\_

**MAILING ADDRESS:**

\_\_\_\_\_  
Number and Street, City, State Zip

**SEX:**

\_\_\_\_\_

**RACE (Optional)** -This is helpful when conducting checks. If we are unable to run a complete criminal history you may be required to give this information before we can extend a final offer.) \_\_\_\_\_

I, \_\_\_\_\_, certify that I have read the above and understand that a criminal history check will be conducted. I certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INTERNAL USE ONLY  
RETURN COMPLETED FORM TO HUMAN RESOURCES OFFICE**

**DATE REQUESTED:** \_\_\_\_\_

**POSITION / DIVISION FOR WHICH EMPLOYEE IS ASSIGNED:** \_\_\_\_\_

**CHECK CONDUCTED ON:** \_\_\_\_\_ **BY:** \_\_\_\_\_

☐ OAC / DISCIS

☐ PROMIS

☐ NCIC

☐ WASIS

☐ JJWEB

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**Copies of Criminal History Attached:**

☐ Yes

☐ No